

Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 5

More Ways to Work with Formulas



Microsoft Excel for Beginners

Practice Lesson 5: More Ways to Work with Formulas

	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total			
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500			
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450			
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050			
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000			
8								
9								
10								
11								



Step 1

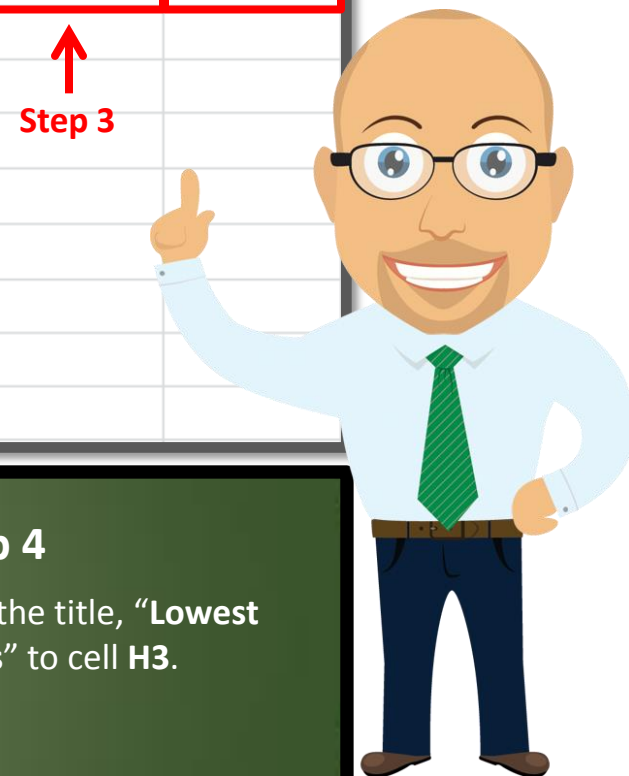
Open the file you saved from Practice Lesson 4.



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Practice Lesson 5: More Ways to Work with Formulas

	A	B	C	D	E	F	G	H
1		Fred's Fish Market				Step 2		Step 4
2						↓		↓
3		Jan	Feb	Mar	Total			
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500			
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450			
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050			
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000			
8								
9								
10								
11								



Step 2

Add the title, "Average" to cell F3.

Step 3

Add the title, "Highest Sales" to cell G3.

Step 4

Add the title, "Lowest Sales" to cell H3.



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	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total	Average	Best Sales	West Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500			
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450			
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050			
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000			
8								
9								
10								
11								

Step 5



Step 5

Select **columns F through H** and **automatically resize the columns** to accommodate the largest entries in each column.



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	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500			
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450			
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050			
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000			
8								
9								
10								
11								

← **Step 6**

← **Step 7**



Step 6

In cell **F4**, create a formula using the **AVERAGE** function to display the average Year 1 sales for **January, February, and March**.

Step 7

Use the **Fill Handle** to **copy** the **formula** from cell **F4** to the range (**F5:F7**).



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	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	\$ 37,833		
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	\$ 30,350		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	\$ 96,333		
8								
9								
10								
11								

Step 8

Step 9

Step 8

In cell **G4**, use the **Insert Function (Fx)** command to create a formula using the **MAX** function for the range (**B4:D6**).

Step 9

In cell **H4**, use the **Insert Function (Fx)** command to create a formula using the **MIN** function for the range (**B4:D6**).



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	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	\$ 37,833	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	\$ 30,350		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	\$ 96,333		
8								
9								
10								
11								



Step 10

Save your worksheet with the following name: **Practice Lesson 5**

